

MEMORANDUM OF ARRANGEMENT

BETWEEN

**THE DEPARTMENT OF DEFENSE OF THE UNITED STATES OF
AMERICA**

AND

**THE MINISTRY OF DEFENCE OF THE UNITED KINGDOM
OF GREAT BRITAIN AND NORTHERN IRELAND**

REGARDING THE ASSIGNMENT OF

LIAISON OFFICERS

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INTRODUCTION

The purpose of this Memorandum of Arrangement (MOA) is to enhance cooperation between the Government of the United States of America and the Government of the United Kingdom of Great Britain and Northern Ireland in South and South East Asia and the Far East.

Therefore, the U.S. DoD and the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland (each referred to herein individually as a "Participant" and together as the "Participants"), desiring to establish formal liaisons between them, have reached the following understandings regarding the assignment of individuals at United States DoD facilities to serve as Liaison Officers, recognizing that the applicability of the NATO Status of Forces Agreement dated June, 19 1951 and that the Arrangement Concerning Defense Cooperation Arrangements of May 27, 1993, as amended on June 1, 2007 (the Chapeau Agreement), between the Government of the United States of America and the Government of the United Kingdom of Great Britain and Northern Ireland, will apply to this MOA.

SECTION I DEFINITIONS

In addition to any terms defined in other provisions of this MOA, the following terms will have the following meanings when used herein:

1.1 "Classified Information" means information that is generated by or for the Government of the United States of America or the United Kingdom of Great Britain and Northern Ireland or that is under the jurisdiction or control of one of them, and which requires protection in the interests of national security and is so designated by the application of a security classification marking. The information may be oral, visual, magnetic, or documentary form, or in the form of equipment or technology.

1.2 "Contact Officer" means a U.S. Department of Defense (U.S. DoD) official designated in writing to oversee all contacts, requests for information, consultations, access, and other activities of the UK Liaison Officer who are assigned to, or are visiting, a U.S. DoD Component or subordinate organization.

1.3 "Controlled Unclassified Information (CUI)" means unclassified information of a Participant to which access or distribution limitations have been applied in accordance with national laws and regulations of that Participant, including information that has been declassified but remains controlled. It includes United States information that is exempt from public disclosure or subject to export controls.

1.4 "Host Government" means the national Government of the Host Participant.

1.5 "Host Participant" means the Participant to which the Liaison Officer acts as a liaison pursuant to an assignment by a Parent Participant under Section III.

1.6 "International Visits Program (IVP)" means the program established to process visits by, and assignments of, foreign representatives to U.S. DoD Components and DoD contractor facilities. It is designed to ensure that Classified Information and Controlled Unclassified Information to be disclosed to foreign nationals has been properly authorized for disclosure to their governments; that the requesting foreign government provides a security assurance on such foreign nationals and their sponsoring organization or firm, when Classified Information is involved in the visit or assignment, and that administrative arrangements (e.g., date, time, and place) for the visit or assignment are provided.

1.7 "Liaison Officer" means a military member of the UK Ministry of Defence (UK MOD) who, upon approval or certification of the U.S. DoD or Government, is authorized by the UK MOD to act as its official national representative in connection with defense programs, projects or agreements or arrangements of interest to the Participants' Governments.

1.8 "Parent Government" means the national Government of the Parent Participant.

1.9 "Parent Participant" means the Participant that assigns a Liaison Officer pursuant to Section III.

1.10 "Dependent" means a person not ordinarily resident in the United States, who is the spouse of a Liaison Officer or who forms part of his or her family and is officially accompanying a Liaison Officer.

SECTION II SCOPE

2.1 The purpose of this MOA is to establish formal liaison between the Participants through establishing a Liaison Officer at USPACOM and thereby promote, enable and enhance mutual cooperation, understanding, interoperability and sharing of information on matters of mutual interest and, where appropriate, to represent formally and intercede on their behalf.

2.2 During the term of this MOA, subject to the mutual consent of the Participants, the UK MOD may assign military members of its armed forces or defense establishment to serve as a UK Liaison Officer to the U.S. DoD in accordance with the provisions of this MOA.

2.3 The establishment of the Liaison Officer position under this MOA will be based upon the demonstrated need for, and the mutual benefit of, this position to the Participants. The Liaison Officer position will be subject to periodic review by either Participant to ensure that the position continues to be required by, and is of mutual benefit to, the Participants. If mutually determined

that the Liaison Officer position is no longer required by, or of benefit to, either Participant the post will be subject to elimination.

2.4 Commencement of such an assignment by the Parent Participant will be subject to any requirements that may be imposed by the Host Participant or the Host Government regarding formal certification or approval of the Liaison Officer. The Liaison Officer to be assigned by their Parent Participant to locations in the United States will be requested pursuant to the IVP, as defined in paragraph 1.6 of this MOA.

2.5 Unless decided otherwise by mutual consent, the normal tour of duty for the Liaison Officer will be 24-36 months.

2.6 An individual may serve as a Liaison Officer to only one major military command of the Host Party at any point in time.

SECTION III DUTIES AND ACTIVITIES

3.1 The Liaison Officer will represent the Parent Participant to the Host Participant. The Liaison Officer may provide military-strategic, military-operational recommendations and technical advice relevant to his personal experience or recommendations of the UK MOD. The Liaison Officer will not perform duties reserved by the laws or regulations of the U.S. Government to officers or employees of the U.S. Government, nor will the Liaison Officer provide any labor or services to the U.S. Government or any of its agencies, including the U.S. DoD.

3.2 The primary functions of the Liaison Officer will be:

3.2.1 To act as the single point of contact for liaison between HQ USPACOM (and its associated Subordinate Unified Commands, Direct Reporting Units, Joint Task Force, Attached Organizations and Component Commands) and the UK Ministry of Defence and its agencies across all relevant mission areas.

3.2.2 To act as the single point of contact for liaison between HQ USPACOM (and its associated Subordinate Unified Commands, Direct Reporting Units, Joint Task Force, Attached Organizations and Component Commands) and the UK Foreign and Commonwealth Office and other relevant Government Departments in Countering Terrorism (Overseas).

3.3 The Liaison Officer will be required to comply with all applicable U.S. Government policies, procedures, laws, and regulations. The U.S. DoD will assign a Contact Officer to provide guidance to the Liaison Officer concerning policies, procedures, laws, and regulations of

3.11 At the end of a Liaison Officer's tour, or as otherwise mutually determined by the Participants, the Parent Participant may, subject to the provisions of Section II of this MOA, replace the Liaison Officer with another individual who meets the requirements of this MOA.

SECTION IV FINANCIAL ARRANGEMENTS

4.1 The Parent Participant will bear all costs and expenses of the Liaison Officer, including, but not limited to:

4.1.1 all pay and allowances of the Liaison Officer;

4.1.2 all travel by the Liaison Officer and his or her Dependents, including, but not limited to, travel to and from the duty location;

4.1.3 all costs and expenses associated with the assignment or placement of the Liaison Officer and the Liaison Officer's Dependents at the duty location, including travel, office space, clerical support, housing, messing, medical and dental services, unless specifically stated otherwise in an applicable international agreement;

4.1.4 compensation for loss of or damage to the personal property of the Liaison Officer or the Liaison Officer's Dependents;

4.1.5 the costs and expenses associated with the movement of the household effects of the Liaison Officer and the Liaison Officer's Dependents;

4.1.6 all costs and expenses associated with the preparation and shipment of remains and funeral expenses associated with the death of the Liaison Officer or the Liaison Officer's Dependents;

4.1.7 all costs and expenses associated with formal and informal training of the Liaison Officer, other than briefings on Host Participant requirements provided by the Contact Officer; and

4.1.8 all costs and expenses associated with the return of a Liaison Officer and Liaison Officer's Dependents whose assignment has ended or been terminated.

4.2 The Host Participant may provide such office facilities, equipment, supplies, and services as may be necessary for the Liaison Officer to fulfill the purposes of this MOA, subject to reimbursement by the Parent Participants for the cost of Liaison Officer's use of such facilities at rates determined by the Host Participant. Reimbursement for such facilities, equipment, supplies, and services will be made through Foreign Military Sales (FMS) or the Memorandum

of Understanding between the Department of Defense of the United States of America and the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning Acquisition and Cross Servicing Arrangement of 8 January 2007.

4.3 The commitments of each Participant under this MOA will be subject to the authorization and availability of funds.

SECTION V SECURITY

5.1 The U.S. DoD will establish the maximum substantive scope and classification levels within which the disclosure of any Classified Information or Controlled Unclassified Information to the Liaison Officer will be permitted. The U.S. DoD will inform the UK MOD of the level of security clearance required to permit the Liaison Officer access to such information.

5.2 The Liaison Officer access to such information and facilities will be consistent with, and limited by, the terms of his assignment, the provisions of this Section and any other arrangement between the Participants or their Governments concerning access to such information and facilities. Further, access will at all times be limited to the minimum required to accomplish the purposes of this MOA, and, at its discretion, the U.S. DoD may prohibit the Liaison Officer's right of access to any U.S. DoD facility or computer system or require that such access be supervised by U.S. DoD personnel. Nothing in this MOA will be construed by the Participants to authorize unfettered access to Classified Information or Controlled Unclassified Information residing in the Host Participant's facilities or computer systems.

5.3 The UK MOD will cause security assurances to be filed, through the Embassy of the UK in Washington, D.C., stating the security clearances for the Liaison Officer being assigned. The security assurances will be prepared and forwarded through the International Visits Program (IVP), as defined in paragraph 1.6 of this MOA.

5.4 The UK MOD will ensure that the assigned Liaison Officer is fully cognizant of, and complies with, applicable laws and regulations concerning the protection of intellectual property rights (such as patents, copyrights, know-how, and trade secrets), Classified Information, and Controlled Unclassified Information disclosed to the Liaison Officer. This responsibility will apply both during and after termination of an assignment as a Liaison Officer. Prior to taking up duties as a Liaison Officer, the Liaison Officer will be required to sign the certification at Annex A to this MOA. Only an individual who executes the certification will be permitted to serve as a Liaison Officer with the United States Pacific Command.

5.5 The UK MOD will ensure that the Liaison Officer, at all times, complies with the security laws, regulations, and procedures of the U.S. Government. Any violation of security procedures by a Liaison Officer during his or her assignment will be reported to the UK MOD for

appropriate action. Upon request by the U.S. DoD, the UK MOD will remove any Liaison Officer who violates security laws, regulations, or procedures during the Liaison Officer's assignment.

5.6 All Classified Information made available to the Liaison Officer will be considered to be Classified Information furnished to the UK Government and will be stored, handled, transmitted, and safeguarded in accordance with the General Security Agreement between the Government of the United States and the Government of the United Kingdom, dated April 14, 1961, as amended, and including the Security Implementing Arrangement for Operations between the Ministry of Defence of the United Kingdom and the Department of Defense of the United States, dated January 27, 2003.

5.7 The Liaison Officer will take custody of Classified Information or Controlled Unclassified Information in tangible form (for example, documents or electronic files), only in connection with his/her duties as permitted by the terms of the U.S. DoD certification of the Liaison Officer (and requested in writing by the UK Government) for the following situations:

5.7.1 Day to day duties. The Liaison Officer may take, view, use, or read Classified Information or Controlled Unclassified Information to perform his or her Liaison Officer functions, when authorized by the U.S. DoD certification for the Liaison Officer. The Classified Information or Controlled Unclassified Information will be treated in compliance with U.S. DoD requirements.

5.7.2 Couriers. The Liaison Officer may take custody of Classified Information to perform courier functions, when authorized by the U.S. DoD certification for the Liaison Officer. The Classified Information will be packaged and receipted for in compliance with U.S. DoD requirements.

5.7.3 On-Site Storage. The Liaison Officer may be furnished a secure container for the temporary storage of Classified Information, consistent with the terms of the certification, provided the security responsibility and control of the container and its contents remains with the U.S. DoD.

SECTION VI TECHNICAL AND ADMINISTRATIVE MATTERS

6.1 The U.S. DoD's certification or approval of an individual as a Liaison Officer will not bestow diplomatic or other special privileges upon that individual.

6.2 To the extent authorized by the laws and regulations of the Host Government, and in accordance with Section IV of this MOA, the U.S. DoD may provide such administrative support

as is necessary for the Liaison Officer to fulfill the purposes of this Arrangement, subject to reimbursement by the UK MOD.

6.3 Exemption from taxes, customs or import duties, or similar charges for the Liaison Officer or the Liaison Officer's Dependent) will be governed by the NATO Status of Forces Agreement dated June 19, 1951 and other applicable laws, regulations, or international agreement between the U.S. Government and the UK Government.

6.4 If office space is provided to the Liaison Officer by the Host Participant, the Host Participant will determine the normal working hours for the Liaison Officer. Access outside of the normal working hours will be coordinated through the Host Participant Contact Officer to the Host Participant Security Officer.

6.5 The UK MOD will ensure that the U.S. DoD is informed as far in advance as possible of any absences of the Liaison Officer.

6.6 The Liaison Officer and the Liaison Officer's Dependents will be provided care in military medical and dental facilities to the extent permitted by applicable law, policy, or international agreement, including the Memorandum of Understanding between the Government of the United States of America and the Government of the United Kingdom of Great Britain and Northern Ireland concerning Health Care for Military Members and their Dependents, which entered into effect July 14, 2004. When a reciprocal agreement for health care exists between the Participants, access entitlement of the Liaison Officer and the Liaison Officer's Dependents is specified. For those personnel covered by such an agreement, care is generally provided free of charge. When military facilities are not available, the Liaison Officer will be responsible for all medical and dental costs incurred by the Liaison Officer and the Liaison Officer's Dependent. The UK MOD will ensure that the Liaison Officer and the Liaison Officer's Dependents are physically fit prior to the Liaison Officer's tour of duty. The UK MOD will be responsible for familiarizing itself with the medical and dental services available to the Liaison Officer and the Liaison Officer's Dependents and the costs of such services and procedures for use of such services.

6.7 The Liaison Officer and the Liaison Officer's Dependents may be accorded the use of military commissaries, exchanges, theaters, and similar morale and welfare activities, in accordance with the laws, regulations and policies of the Host Participant and any international agreement or arrangements to which the Host and Parent Participants are party.

6.8 To the extent permitted by the laws and regulations of the U.S. Government, and subject to reimbursement by the UK MOD, the U.S. DoD may provide, if available, housing and messing facilities for the Liaison Officer and the Liaison Officer's Dependents on the same basis and priority as for its own personnel of comparable rank and assignment. At locations where housing and messing facilities are not provided by the U.S. DoD, the U.S. DoD will use reasonable

efforts to assist the UK MOD to locate such facilities for the Liaison Officer and the Liaison Officer's Dependents.

6.9 The UK MOD will ensure that the Liaison Officer and the Liaison Officer's Dependents have all documentation required by the U.S. Government for entry into, and exit from, the U.S. at the time of such entry or exit. Unless exempted under the NATO Status of Forces Agreement dated June 19, 1951 or other applicable international agreement between the Participants, Liaison Officers and the Liaison Officer's Dependents entering the United States will be required to comply with United States Customs Regulations.

6.10 The UK MOD will ensure that the Liaison Officer and those Dependents accompanying the Liaison Officer in the United States will obtain motor vehicle liability insurance coverage for their private motor vehicles, in accordance with applicable laws, regulations, and policies of the U.S. Government, or the political subdivisions of the United States in which the Liaison Officer and Dependents are located.

6.11 The Participants recognize the applicability of the Agreement between the Parties to the North Atlantic Treaty regarding the Status of their Forces (NATO SOFA) signed on June 19, 1951, including the Supplements thereto, to the execution of this MOA.

6.12 Claims and Liability. All claims that occur as a result of this MOA will be dealt with in accordance with Article VIII of the NATO SOFA.

SECTION VII DISCIPLINE AND REMOVAL

7.1 Except as provided in paragraph 7.2 of this MOA, neither the U.S. DoD nor the armed forces of the U.S. Government may take disciplinary action against a Liaison Officer who commits an offense under the military laws or regulations of the U.S. DoD, nor will the U.S. DoD exercise disciplinary powers over the Liaison Officer's Dependents. The UK MOD, however, will take such administrative or disciplinary action against the Liaison Officer as may be appropriate under the circumstances, to ensure compliance with this MOA, and the Participants will cooperate in the investigation of any offenses under the laws or regulations of either Participant.

7.2 The certification or approval of a Liaison Officer may be withdrawn, modified, or curtailed at any time by the U.S. DoD for any reason, including, but not limited to, the violation of the regulations or laws of the U.S. DoD or the U.S. Government. In addition, at the request of the U.S. DoD, the UK Government will remove the Liaison Officer or a Liaison Officer's Dependent from the territory of the U.S. Government. The U.S. DoD will provide an explanation for its removal request, but a disagreement between the Participants concerning the

sufficiency of the U.S. DoD's reasons will not be grounds to delay the removal of the Liaison Officer or the Liaison Officer's Dependents.

7.3 A Liaison Officer will not exercise any supervisory or disciplinary authority over military or civilian personnel of the U.S. DoD.

SECTION VIII SETTLEMENT OF DISPUTES

8.1 Disputes arising under or relating to this MOA will be resolved only through consultations between the Participants and will not be referred to an individual, national or international tribunal, or to any other third party or forum for settlement.

SECTION IX ENTRY INTO EFFECT, AMENDMENT, DURATION, AND TERMINATION

9.1 All commitments of the Participants under this MOA will be subject to applicable national laws and regulations and the availability of appropriated funds for such purposes.

9.2 The UK MOD will ensure that the Liaison Officer complies with all responsibilities and restrictions applicable to the Liaison Officer under this MOA.

9.3 This MOA may be amended with the mutual written consent of the Participants.

9.4 This MOA will come into effect upon signature by both Participants. Unless terminated in accordance with paragraph 9.5 or 9.6 below, this MOA will remain in effect for 10 years and may be extended with the written consent of both Participants.

9.5 This MOA may be terminated at any time with the written consent of both Participants. In the event that both Participants decide to terminate this MOA, the Participants will consult prior to the date of termination.

9.6 Either Participant may terminate this MOA upon one hundred eighty (180) days written notification to the other Participant.

9.7 The respective benefits and responsibilities of the Participants under Section V (Security) will continue, notwithstanding the termination or expiration of this MOA.

9.8 In the event of conflict between the provisions of this MOA and the terms of an applicable Letter of Offer and Acceptance (LOA), the terms of the LOA will control. Any LOAs associated with, or related to, this MOA will be terminated in accordance with their terms.

9.9 No later than the effective date of expiration or termination of this MOA, the UK MOD will remove the Liaison Officer and the Liaison Officer's Dependents from the United States and pay any money owed to the United States under this MOA. Any costs or expenses for which a Participant is responsible pursuant to Section IV of this MOA, but which were not billed in sufficient time to permit payment prior to termination or expiration of this MOA, will be paid promptly after such billing.

9.10 This MOA consists of nine (9) Sections and an Annex.

The foregoing represents the understandings reached between the Department of Defense of the United States of America and the Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland and upon the matters referred to therein.

Signature



Name: Thomas L. Conant
Major General, USMC

Signature



Name: Major General Peter Gilchrist CB

Title: Director for Strategic Planning and
Policy, USPACOM

Title: Head British Defence Staff

Location: Camp HM Smith, Hawaii

Location: Washington DC

Dated:

10-25-2007

Dated:

25 October 2007

ANNEX A - CERTIFICATION

[Office Symbol]

[Date]

SECTION I LIAISON OFFICER LEGAL STATUS OF CERTIFICATION

As a representative of the United Kingdom of Great Britain and Northern Ireland under the auspices of an extended visit authorization to the United States Pacific Command, Camp HM Smith, Hawaii, I am subject to the jurisdiction of United States federal, state, and local laws, except as provided by treaty, other specific legal authority, or the terms of any diplomatic immunity which I may have been granted. I understand that my acceptance of the Liaison Officer position does not bestow upon me diplomatic or other special privileges.

SECTION II LIAISON OFFICER CONDITIONS OF CERTIFICATION

- (1) **Responsibilities:** I understand that my activities will be limited to the representational responsibilities of my Government and that I am expected to present the views of my Government with regard to the issues in which my Government and the U.S. Government have a mutual interest. I will not perform duties that are reserved by law or regulation to an officer or employee of the U.S. Government.
- (2) **Costs:** I understand that all costs associated with my duties as a Liaison Officer will be the responsibility of my Government, including, but not limited to, travel, office space, clerical services, housing, messing, and medical and dental services.
- (3) **Extensions and Revalidation:** I understand that if my Government desires to request an extension or revalidation of my position beyond the original dates for which I am certified, a new visit request will be submitted not later than 30 days prior to the expiration date of the current extended visit authorization.
- (4) **Contact Officer:** I understand that when the certification process is completed, a Contact Officer(s) will be assigned to sponsor me during my visit to the United States Pacific Command, Camp HM Smith, Hawaii. I further understand that I will coordinate with my Contact Officer all requests for information, visits, and other business, which fall under the provisions of my certification. I also understand that requests for information that are beyond the provisions of my certification will be made through the Office of the UK Defence Attaché.
- (5) **Other Visits:** I understand that visits to facilities for which the purpose does not directly relate to the provisions of my certification will be made through the Office of the UK Defence Attaché.

(6) **Uniform:** I understand that I will wear my national uniform (where appropriate) when conducting business at U.S. Government facilities, unless otherwise advised. If wearing uniform, I will comply with the UK Government's service uniform regulations; if wearing civilian clothing, I will comply with the dress code of the U.S. DoD.

(7) **Duty Hours:** I understand that my duty hours are Monday through Friday, from 0800 to 1700. Should I require access to my work area during non-duty hours, I am required to request permission from the Command Security Officer through my Contact Officer. I further understand that it is necessary to assign a U.S. escort officer to me during my non-duty access. Any incremental cost incurred as a result of such non-duty access will be reimbursed to the U.S. Government.

(8) **Security:**

a. I understand that access to U.S. Government information will be limited to that information determined by my Contact Officer to be necessary to fulfill the functions of a Liaison Officer. I also understand that I may not have access to U.S. Government computer systems, unless the information accessible by the computer is releasable to my Government in accordance with applicable U.S. law, regulations, and policy.

b. All information to which I may have access during my certification will be treated as information provided to my Government in confidence and will not be further released or disclosed by me to any other person, firm, organization, or government without the prior written authorization of the U.S. Government.

c. I will immediately report to my Contact Officer should I obtain or become knowledgeable of U.S. Government information to which I am not authorized to have access. I further confirm that I will report to my Contact Officer any incidents of my being offered or provided information that I am not authorized to have.

d. When present at U.S. Government facilities, I will display a security badge on my outer clothing so that it is clearly visible to identify my nationality, rank and status as a Liaison Officer. The United States Government will supply this badge.

(9) **Compliance:** I have been briefed on, fully understand, and will comply with the provisions of my certification. I understand that failure to comply may result in termination of my certification. I further understand that the termination of my certification does not preclude further disciplinary action or criminal prosecution.

(10) **Definitions of Terms:** Terms not defined herein will have the definitions ascribed to them in the applicable MOA governing my assignment as a Liaison Officer.

SECTION III
LIAISON OFFICER
PROVISIONS OF CERTIFICATION

(1) **Contact Officer:** [TBD], United States Pacific Command, has been assigned as my Contact Officer.

(2) **Certification:** I am certified to the United States Pacific Command, Camp HM Smith, Hawaii, as mutually determined by both Participants.

(3) **Travel.** I may visit the following locations under the provisions of my certification, with the permission of my Contact Officer:

- Hawaii- USPACOM (including Subordinate Unified Commands, Direct Reporting Units, Joint Task Force, Attached Organizations and Component Headquarters).
- Washington DC- National Capital Area (Joint Staff, Department of Defense).
- Elmendorf AFB, Alaska (COMALCOM).
- Seoul, Republic of Korea (U.S. Forces Korea).
- Yokota, Okinawa, Japan (U.S. Forces Japan).
- Diego Garcia, BIOT.
- Other sites deemed necessary and will be requested through the U.S. facility Visit Request process sponsored by the British Embassy.

**SECTION IV
LIAISON OFFICER
CERTIFICATION OF IN-BRIEFING**

I, *name of Liaison Officer*, understand and acknowledge that I have been certified as a Liaison Officer to the United States Pacific Command, Camp HM Smith, Hawaii, as decided between the UK Ministry of Defence and the Commander, United States Pacific Command. I further acknowledge that I fully understand and have been briefed on: (1) the legal status of my certification; (2) the conditions of my certification; and (3) the provisions of my certification. .

I further acknowledge that I will comply with the provisions and responsibilities of my certification.

(SIGNATURE OF LIAISON OFFICER)

(TYPED NAME OF LIAISON OFFICER)

(RANK AND/OR TITLE)

(DATE)

(SIGNATURE OF BRIEFER)

(TYPED NAME)

(LOCATION)